

M e m o r a n d u m

Date: June 18, 2010

To: Office of Inspections
Attention: Captain E. Sanchez

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Office of Inspections was conducted on July 8, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on April 7-20, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 129 items (a). The statistically-valid sample at a 95 percent confidence level ± 5 percent error rate provided a total stratified sample size of 45 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	66	51.16%	21.49	22
Telecommunications	28	21.71%	9.12	10
Fleet	13	10.08%	4.23	5
Weapons	22	17.05%	7.16	8
Total	129			45

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 45 of the 45 items were located. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment B, C, D, and E.

When comparing equipment assigned to the command to the OPI inventory lists, 14 of the 14 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment B and C.

This property inspection identified no discrepancies, which provided evidence that your command has strong internal control of its property inventory. Please continue your exemplary property management.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG, CLEA
Deputy Commissioner

Attachments

cc: Office of Inspections, Audits Unit

ATTACHMENT A

This section is blank

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Office of Inspections (010)**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	128239 PRINTER LASERJET 3330	SGC21101R7	X					
2	135379 PRINTER	USGNP47916	X					
3	139797 LAPTOP	0035910771	X					
4	139799 LAPTOP	0035910774	X					
5	139803 LAPTOP	0035910773	X					
6	148714 COMPUTER	2UA70905CC	X					
7	160735 COMPUTER	MXL8231B2X	X					
8	160752 COMPUTER	MXL8231B6K	X					
9	164012 COPIER DIGITAL	90000801	X					
10	165183 COMPUTER	MXL8340KQF	X					
11	165613 COMPUTER	MXL83907LR	X					
12	165614 COMPUTER	MXL83907MH	X					
13	165623 COMPUTER	MXL83907K5	X					
14	165888 LAPTOP	4646174	X					
15	166077 LAPTOP	L3ALM5H	X					
16	166080 LAPTOP	L3ALM5Z	X					
17	166083 LAPTOP	L3ALM5M	X					
18	166085 LAPTOP	L3ALM5W	X					
19	166087 LAPTOP	L3ALM6A	X					
20	166091 LAPTOP	L3ALM5L	X					
21	166093 LAPTOP	L3ALM6B	X					
22	84254 CALCULATOR	9D03901X	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Office of Inspections (010)**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST								
1	134514 LAPTOP	CNF3382WTJ	X					
2	139801 LAPTOP	0035910769	X					
3	139802 LAPTOP	0035910772	X					
4	160775 COMPUTER	MXL8231B2K	X					
5	163797 CAMERA DIGITAL		X					
6	163858 COPIER DIGITAL B/W & COLOR	CZR00124	X					
7	165695 COMPUTER	MXL83907JL	X					
8	165887 LAPTOP	4646173	X					
9	165889 LAPTOP	4646175	X					
10	166079 LAPTOP	L3ALM5C	X					
11	166084 LAPTOP	L3ALM5V	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Office of Inspections (010)

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R100596 Cellular Telephone			07616107808	X					
2	R41529 Mobile Radio	3QDY780	A010 AI-08	9540143	X					
3	R61047 Hand-Held Radio	13749	MM 08-070	402AWUG246	X					
4	R61180 Hand-Held Radio	16393	MM 08-051	402AWUF913	X					
5	R61593 Hand-Held Radio	11626	MM 09-022	402AWUG116	X					
6	R64273 Hand-Held Radio	15096	MM 10-002	402AWY1509	X					
7	R65833 Hand-Held Radio	11731	AREI-09	402AWY9335	X					
8	R66375 Hand-Held Radio	12589	MM 08-051	402AWYA923	X					
9	R67197 Hand-Held Radio	12418	MM 09-014	402AXA3913	X					
10	R68537 Hand-Held Radio	17571	MM 09-022	402AXE7727	X					
EQUIPMENT TO INVENTORY LIST										
1	R46421 Mobile Repeater	3QDY780	A010 AI-08	7727155	X					
2	R67134 Hand-Held Radio	13191	MM 08-105	402AXA3721	X					
3	R82812 Control Head - Mob	3QDY780	A010 AI-08		X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
010	3QDY780 /	5KWA844	COMMANDER VEHICLES	2005	FOR	CRNVIC	001
010	[REDACTED]						001
010	[REDACTED]						001
010	[REDACTED]						001
010	[REDACTED]						001
010	[REDACTED]						001
010	D1539 7	1111807 SOUTH	POOL	2002	FOR	TAURUS	001
010	D1540 8	1111808 SOUTH	POOL	2002	FOR	TAURUS	001
010	[REDACTED]						001
010	[REDACTED]						001
010	D1670 //	1283498	POOL	2008	HON	CIVIC	001
010	D1671 /Z	1283499	POOL	2008	HON	CIVIC	001
010	[REDACTED]						001

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

13 VEHICLES

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

March 9, 2010

(201) Issued to officer

Issued to officer:

(201) Issued to officer

Issued to officer:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (D) = DELETION (C) = CHANGES

Department of California Highway Patrol

Complete Area Inventory

010 - Office of Inspections

March 9, 2010

Officer Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]